



**GOVERNOR'S OFFICE OF EMERGENCY SERVICES**  
**LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

3650 SCHRIEVER AVENUE  
MATHER, CALIFORNIA 95655  
(916) 323-2280  
FAX: (916) 323-1756



November 5, 2007

To: ALL ELIGIBLE APPLICANTS

Subject: Residential Substance Abuse Treatment (RSAT) Program  
Request for Application (RFA) For FY 2007

The Governor's Office of Emergency Services (OES), Law Enforcement and Victim Services Division, is pleased to announce the release of the Residential Substance Abuse Treatment Program Request for Application (RFA).

The California Department of Corrections and Rehabilitation (CDCR) along with five local units of government: Tulare, Riverside, and Sacramento County Sheriff's Departments, and Kern and Orange County Probation Departments, are eligible to apply and receive funding under this RFA.

The purpose of the RSAT Program is to develop and implement substance abuse treatment services in state and local correctional and detention facilities, in which prisoners are incarcerated for a period sufficient to permit substance abuse treatment services. Funding for the RSAT Program comes from the federal Office of Justice Programs, a component of the Bureau of Justice Assistance (BJA), United States Department of Justice.

A copy of the RFA may be obtained from this link to the OES website [www.oes.ca.gov](http://www.oes.ca.gov), Request for Application (RFA) Funding Information, Residential Substance Abuse Treatment (RSAT) Program, **or** from the OES homepage follow these steps: select OES Divisions and Regions, Law Enforcement and Victim Services Division, Request for Application (RFA) Funding Information, Residential Substance Abuse Treatment (RSAT) Program, **or** past the following link into your browser and select the Residential Substance Abuse Treatment (RSAT) Program link.

**[http://www.oes.ca.gov/Operational/OESHome.nsf/CJPD\\_RFP?OpenForm](http://www.oes.ca.gov/Operational/OESHome.nsf/CJPD_RFP?OpenForm)**

Due to the limited amount of funds available, the funding cycle for this award will be for a four month period. There is a total of \$919,669 available for this program with a 25% cash or in-kind match based on the total project cost.

The application must be received or postmarked by **Monday, November 19, 2007**. For hand or postal-delivered packages, please address to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: RSAT RFA Crime Suppression Section

Should you have questions regarding the RFA, please feel free to contact Angela M. Gilliam at (916) 324-9150 or email at [angela.gilliam@oes.ca.gov](mailto:angela.gilliam@oes.ca.gov) or by FAX at (916) 323-1756.

Sincerely,

Kirby Everhart, Chief  
Public Safety Branch  
Law Enforcement and Victim Services Division

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**RESIDENTIAL SUBSTANCE ABUSE TREATMENT (RSAT) PROGRAM  
REQUEST FOR APPLICATION**

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- IV. FORMS** - Click ([FORMS](#)) to get the required forms listed below, **or** go to [www.oes.ca.gov](http://www.oes.ca.gov) and select "Forms", **or** paste the following link into your browser:  
**[www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm](http://www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm)**

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CERTIFICATION OF ASSURANCE OF COMPLIANCE

PROJECT NARRATIVE

APPLICATION BUDGET – BUDGET NARRATIVE

BUDGET FORMS (Excel spreadsheet format) – c. With 25% Match

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**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**RESIDENTIAL SUBSTANCE ABUSE TREATMENT (RSAT) PROGRAM  
REQUEST FOR APPLICATION**

**PART I – INFORMATION**

**A. INTRODUCTION**

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website [www.oes.ca.gov](http://www.oes.ca.gov) by selecting "Recipient Handbooks."

**B. CONTACT INFORMATION**

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax, or e-mail.

Angela Gilliam  
Sr. Criminal Justice Specialist  
Crime Suppression Unit  
Telephone: (916) 324-9150 Fax: (916) 323-1756  
Email: [angela.gilliam@oes.ca.gov](mailto:angela.gilliam@oes.ca.gov)

**C. APPLICATION DUE DATE AND SUBMISSION OPTIONS**

***One original and one copy*** of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by October 19, 2007**, to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: RSAT Crime Suppression Unit

2. Hand delivered by **5:00 p.m. on October 12, 2007** to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: RSAT Crime Suppression Unit

**D. ELIGIBILITY**

Only one state agency, California Department of Corrections and Rehabilitation (CDCR), and five local units of government, Tulare, Riverside, and Sacramento County Sheriff's Department, along with Kern and Orange County Probation Departments.

**E. FUNDS****1. Grant Award Period**

The funding cycle for this program is for a four-month period beginning with the October 1, 2007 and ending January 31, 2008. Applicants are not able to request reimbursement payments on this program for related expenses incurred past the end date of the award.

Grant award period extensions and grant award reductions are not possible due to the time restriction detailed in this RFA. Projects eligible for funding are expected to begin reporting expenditures for the period identified in this award. If project commencement does not occur within this timeframe, OES may terminate the project and redistribute the funds.

**2. Source of Funds**

Funding for the Residential Substance Abuse Treatment Program (RSAT) for State Prisoners Program comes from the federal Bureau of Justice (BJA), a component of the Office of Justice Programs (OJP), United States Department of Justice and was created by the Violent Crime Control and Law Enforcement Act of 1994 (Public Law 103-322).

**3. Allocation of Funds**

Because of the limited amount of funds available, the funding cycle for this award is four months.

The following chart outlines the non-competitive funding levels available for distribution during state fiscal year 2007.

Recipient	Cash Award	25% Match	Total Project Cost
Kern County Probation Dept.	\$62,844	\$20,948	\$83,972
Orange Co. Probation Dept.	\$53,647	\$17,882	\$71,529
Riverside Co. Sheriff's Dept.	\$72,041	\$24,014	\$96,055
Sacramento Co. Sheriff's Dept.	\$62,844	\$20,948	\$83,972
Tulare Co. Sheriff's Dept.	\$26,057	\$8,686	\$34,743
Dept. of Corrections and Rehabilitation (CDCR)	\$642,236	\$214,087	\$856,323

Grant recipients must comply with certain requirements prior to receiving grant funding including Public Law 103-227, Part C – Environmental Tobacco Smoke, Also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of health, day care, education or library services to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments; Civil Rights Compliance, Anti-Lobbying Act, Confidentiality and Human Subjects Protection (if applicable), and the National Environmental Policy Act (if applicable). Federal programs include grants, cooperative agreements, loans or loan guarantees and contracts.

#### 4. **Match Requirement**

There is a 25% cash or in-kind match calculated for this program, which is based on the total project cost.

### F. **PROGRAM INFORMATION**

The purpose of the RSAT Program is to develop and implement substance abuse treatment services in state and local correctional and detention facilities. The program targets prisoners who are incarcerated for a period sufficient to permit adequate substance abuse treatment services. The RSAT program also provides support for state and local units of government pursuing to create and maintain community-based aftercare services for offenders who remain on community supervision.

There are two treatment approaches to substance abuse allowable under this RFA:

#### **Residential Treatment**

The residential treatment approach provides individual and group treatment services for offenders who reside within a designated residential facility, which are operated in state and/or local correctional agencies. Preferably, participation in a residential treatment program should be limited to inmates who have 6 to 12 months remaining in their term of confinement. This ensures that inmates can be released from prison after completing the treatment program, rather than returning to the general prison population to complete their sentences.

The residential treatment approach must:

- Last between 6 and 12 months;
- Be provided in residential facilities separated from the general correctional population (the program defines the facility as a completely separate or a dedicated housing unit within a facility exclusively for its use);
- Focus on the substance abuse problems of the inmate;
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems; and
- Implement or continue to require urinalysis and/or other proven reliable forms of drug and alcohol testing for those enrolled in the residential substance-abuse treatment program and post program while remaining in the custody of state or local government.

## **Jail-based Treatment**

The jail-based treatment approach provides individual and group treatment services for inmates serving sentences in jails and/or local correctional facilities. Participants are restricted from leaving the premises at any time. Applicants opting to implement this type of treatment approach must have the capacity to provide substance abuse and mental health services to program participants.

The jail-based treatment program must:

- Last at least 3 months;
- Make every effort to separate the treatment population from the general correctional population;
- Focus on the substance abuse problems of the inmate;
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems;
- Implement or continue to require urinalysis and/or other proven reliable forms of drug and alcohol testing for those enrolled in the residential substance-abuse treatment program and post program while they remain in the custody of the state or local government; and
- Be science-based and effective.

## **Additional Program Information**

### **Aftercare Services**

Applicants are encouraged to provide aftercare services to program participants. Aftercare services must involve coordination between the RSAT program and other human service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, self-help, and peer group programs that aid in rehabilitation. Agencies should collaborate together to develop individualized aftercare plans involving community substance abuse services for program participants.

Up to 10% of grant award funds may be used for aftercare services.

### **Evaluations**

RSAT funds may be used for data collection, analysis, and report preparation only if the activity is associated with the federal RSAT reporting requirements. Other data collection, analysis, and administrative/evaluation activities are non-allowable under the terms of this program.

## **G. PREPARING AN APPLICATION**

Part IV - Forms includes a link to an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the nine required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);

- Project Contact Information;
- Certification of Assurance of Compliance;
- Signature Authorization and Instructions;
- Project Narrative;
- Budget Narrative and the Project Budget (OES A303a-c);
- Project Service Information; and
- Application Appendix (refer to Part II, C.).



**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
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**RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM  
REQUEST FOR APPLICATION**

**PART II – INSTRUCTIONS**

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in “Forms” ([FORMS](#)) and plain 8½” x 11” white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

**A. PROJECT NARRATIVE**

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The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

**1. Problem Statement**

The problem statement was identified in the first year of funding. If there are additional issues that need to be addressed, please summarize in one to two sentences. Please provide the most recent data for the following areas: target area, target population and/or crime statistics.

**2. Plan and Implementation**

**Plan:** The ability to implement the plan was identified in the FY 2003 application. Unless updates are necessary this section is not a requirement.

**Implementation:** This information was identified in the first year of funding.

**Objectives and Activities:** Projects funded under the RSAT Program must implement all objectives. All objective and activities must be comprehensive and measurable. The specific wording for the two mandatory objectives is provided in this section.

Under each objective, discuss the management procedures and the activities that will be performed in order to support the service goals during the grant award period. The activities should show how the objectives would be met.

Please use a separate page to describe the activities for each objective.

Note: The goals, objectives, and activities from the last fiscal year may be identified in this RFA.

**OBJECTIVE 1: Expand/improve substance abuse treatment services in residential or jail-based setting(s).**

**a. Management Procedures**

Describe in detail how treatment services will be provided to in-custody participants who are separated from the general population. This discussion must be comprehensive and fully describe the treatment delivery methods that will be used, proposed treatment length, service provider(s) and qualifications, as well as the case management approach. Describe how the inmates' screening and assessment process will be developed and monitored. Include any additional treatment philosophies, activities, and related services that the applicant will be providing.

Please include a list of the project's existing/proposed service providers and type of services they will be providing in the Appendix portion of the application.

**b. Service Goals**

Applicants must provide the number of residential or jail-based residential substance abuse treatment beds to be added, enhanced, or maintained at continued service level.

As stated earlier in this RFA, applicants are required to collect and submit statistical data on the levels of services performed at each RSAT site. Listed below for the applicant's information only is a list reflecting the service levels set forth by OJP, which will be incorporated into the OES RSAT Progress Report.

<b>Amount of Services</b>	<b>FFY 2007</b>	<b>All Years</b>
Previously funded RSAT beds continued during this grant cycle.		
New treatment beds added with RSAT grant funds during this grant cycle.		
Treatment beds funded through other sources, but enhanced with RSAT funded services.		
Average length of stay in the residential program in days, for those completing the program.		
Number of days of residential treatment provided.		
Number of days of aftercare provided.		
<b>Offenders Entering Residential Treatment</b>	<b>FFY 2007</b>	<b>All Years</b>
Total number of offenders entering an RSAT-funded treatment program.		
Adult Male.		
Adult Female.		
Juvenile Male.		
Juvenile Female.		

<b>Offenders Entering Aftercare Programs</b>	<b>FFY 2007</b>	<b>All Years</b>
Total number of offenders entering an RSAT-funded aftercare program.		
Average length of stay in the aftercare program in days, for those completing the program.		
Adult Male.		
Adult Female.		
Juvenile Male.		
Juvenile Female.		
<b>Residential Treatment Success</b>	<b>FFY 2007</b>	<b>All Years</b>
Total number of offenders successfully completing the residential program.		
Total number of offenders that dropped out of the residential program.		
Total number of offenders that were terminated from the residential program.		
<b>Aftercare Success</b>	<b>FFY 2007</b>	<b>All Years</b>
Total number of offenders successfully completing the aftercare program.		
Total number of offenders that dropped out of the aftercare program.		
Total number of offenders that were terminated from the aftercare program.		
<b>Program Costs</b>	<b>FFY 2007</b>	<b>All Years</b>
Average cost per day for residential program.		
Average cost per day for the aftercare program.		
Of the offenders who completed the program, the number that has remained drug-free during the residential program.		
Of the offenders who completed the program, the number that has remained drug-free during the aftercare program.		
Of the offenders who completed the program, the number that has remained arrest-free during the aftercare program.		
Of the offenders who completed the program, the number that has remained arrest-free following release from aftercare for one year. (For this indicator, use the most recent year's available data.)		

**OBJECTIVE 2: Implement or continue to require urinalysis and/or other proven reliable forms of drug and alcohol testing for RSAT program participants and aftercare services while they remain in the custody of the state or local government.**

**a. Management Procedures**

Describe existing/proposed substance abuse testing policy, including how testing is administered (e.g., urinalysis, blood, toxicological screening, etc.) to program participants. Describe the frequency of testing in the residential in-custody and/or aftercare program. Describe the source documentation methodology that will be maintained to document services and track participants. Additionally, the narrative must discuss how sanctions are imposed in the event of participant violations or program non-compliance.

Please include a copy of the project's existing/proposed substance abuse testing policy in the Appendix portion of the application.

**b. Service Goal**

Indicate the projected frequency of drug and alcohol testing for in-custody RSAT program participants.

**3 Source Documentation**

Projects are required to maintain source documentation that supports service goals, amount of services, and claimed expenditures. Source documentation is defined as "records used to validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement" (See Part II, Project Narrative – Plan).

Projects must have written job descriptions on file for all grant funded positions. These job descriptions must describe what the grant funded position is in relationship to the project objectives and goals; e.g., project staff drug/alcohol counselor, correctional officer, clinical therapist, educational instructor, etc. The job description should also include a statement addressing what position will be responsible for accomplishing what activities.

**4. Implementation**

The project's ability to implement the plan was presented in the FY 2003 application. Unless updates are necessary (i.e., relationship between the implementing agency and project staff or service providers), this section is not a requirement.

**B. PROJECT BUDGET**

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The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at [www.oes.ca.gov](http://www.oes.ca.gov). Select “*Recipient Handbooks*” for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1-subsection B of this RFA should you have additional budget questions.

## 1. **Specific Budget Categories**

There is an Excel Workbook in “Forms” ([FORMS](#)) with spreadsheets (with match) for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

### a. **Personal Services – Salaries/Employee Benefits (OES A303a):**

#### 1) **Salaries**

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant’s personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

## 2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

### **b. Operating Expenses (OES A303b):**

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these fall under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

### **c. Equipment (OES A303c):**

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

**d. Allowable and Non-Allowable Program Costs**

Applicants must comply with the OJP allowable and non-allowable program cost expenditures. Below is a listing of what is **generally** regarded as allowable and non-allowable costs that should be used as a guideline in building your project's budget.

For additional information relevant to allowable and non-allowable costs, or conditions set forth, applicants should review both the OJP Financial Guide, which can be accessed through the BJA Guide to Grants, online at: <http://www.ojp.usdoj.gov/FinGuide/> and the OES "Recipient Handbook," as well as, seeking guidance from your OES program specialist.

To the greatest extent possible, all products and equipment purchased with grant funds should be American made.

**Allowable Costs**

- |   |  |
|---|--|
| * Program Audit   | * Curriculum/Training Materials                      |
| * Treatment components & staff                                    | * Uniforms (see conditions set forth)                |
| * Indirect Cost (must have a Federal Rate)                        | * Aftercare services (Up to 10%)                     |
| * Conferences & Workshops   | * Computers for RSAT assigned staff and participants |
| * Drug and alcohol testing for enrolled program participants only |  |

**Non-Allowable Costs**

- |   |                                 |
|---|---------------------------------|
| * Bonuses or Commissions  | * Construction/Land Acquisition |
| * Automobiles   | * Security Upgrade              |
| * Administrative Cost (includes personnel and operating expenses) | * Evaluations                   |

**Explanation for some Non-Allowable Costs**

Grant funds cannot be used to supplant non-federal funds that would otherwise be available for activities under this program criterion. Non-allowable costs/funds can be used to meet the match requirement. Although grant funds cannot be used for administrative cost, as noted under "Evaluations" in the "Additional Program Information" section found on page 5 of this RFA, RSAT grants funds can be used for the purpose of data collection, analysis, and report preparation if that activity is associated with the federal program reporting requirements set forth in this RFA.

**C. APPLICATION APPENDIX**[Back](#)

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Noncompetitive Bid Request, if applicable
- Project Service Area Information
- Computer and Automated Systems Purchase Justification Guidelines